

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190003-6

Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190003-6

SPECIAL INSTRUCTIONS
for the
Professional Applicant Test Battery

1. The Contractor's Field Representatives register the candidates, assign them to centers, issue tickets of admission and arrange for test dates directly with the supervisors, as administrations are needed. Therefore, with the exception of the fact that the tests are ordinarily administered on Saturday mornings, we cannot predict specific test dates, number of administrations or number of candidates.
2. The Field Representatives must be able to arrange a test date with the supervisor on a maximum of twelve days' notice. For instance, a Field Representative should be able to call the supervisor on a Tuesday to arrange for an administration on the following Saturday or the Saturday after that.

In most cases, the number of candidates tested at each administration will be quite small, perhaps an average of five, with a maximum of 24 candidates on any one date under ordinary circumstances.

The program will operate during the fiscal year, July 1, 1968 to June 30, 1969. The Field Representatives are aware, of course, that you will be away at times during the year on vacation or for other reasons. If your Representative calls while you are away, he will delay the administration until your return.

3. The test booklets are re-used indefinitely. Supervisors are supplied with sufficient books to test the maximum number of candidates expected at their center on any one test date, and with sufficient answer sheets for the year. Supervisors must, therefore, accept responsibility for the security of the test materials for the whole year.
4. If you do not expect to do this testing personally at all administrations, please be sure to send the name or names and positions of your associates who might administer these tests at your center.

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190003-6

Next 2 Page(s) In Document Exempt

Approved For Release 2003/04/29 : CIA-RDP84-00780R002300190003-6